

CONNECTICUT STATE DEPARTMENT OF EDUCATION
OFFICE OF CHILD NUTRITION
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: October 11, 2002

SUBJECT: **Operational Memorandum #3C-03**

1. Change Form for Authorized Signatures
2. Meals Obtained from an Outside Source - *School Food Service Agreement/Food Service Management Company*
3. Changes to Approved Sites

1. ***Change Form for Authorized Signatures.*** The current *Agreement for Child Nutrition Programs (ED-099)* lists the individual authorized to enter agreements and the two individuals authorized to sign reimbursement claim forms. ***The Authorized Signatures Change Form*** must be completed and submitted to the Office of Child Nutrition whenever one or both of the authorized signers on the approved *ED-099* changes. A blank *Change Form*, along with instructions is enclosed for your use.
2. ***Meals Obtained from an Outside Source.*** Meals not prepared by the sponsor either on site (self-prep) or from the sponsor's central kitchen are considered meals from an outside source i.e., vended meals. It is essential that any sponsor intending to change from self-prep to vended meals contact the Office of Child Nutrition prior to entering any arrangement. Failure to do so may result in disallowed claims. Competitive bidding procedures are required for procuring meals from an outside source such as a Food Service Management Company (FSMC). Meals can also be obtained from a school food service through a specific agreement with the Board of Education. Sponsors who currently have an approved contract or agreement for obtaining meals from an outside source will find appropriate information enclosed, including the status of the contract or addendum of the FSMC contract or *School Food Service Agreement*.
3. ***Changes to Approved Sites.*** The *Application for Individual Site* must be submitted for approval prior to claiming meals whenever a new site is added or relocated, or changes are made to the type of meal service. Supporting documentation must accompany the form (a copy of the child care license/final inspection form, or a month's menu for a new type of meal service). Sponsors must also conduct pre-approval visits of new sites and train staff to ensure CACFP compliance. Sponsors with multiple sites must monitor the centers three times per year. At least two out of the required visits must be unannounced. A sample monitoring form is enclosed for the purpose of documenting the required visits. Written notification must be submitted to the Office of Child Nutrition when a site is closed or removed from CACFP.

If you have any questions regarding this information contact Susan Boyle at 860-807-2074, Susan Bransfield at 860-807-2076 or Benedict Onye at 860-807-2080.